

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Conley L. Edwards, State Archivist

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 1 OF 35 PAGES

CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 2 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Academic Progress Records</u> This series consists of samples of individual student's school work such as essays, projects, etc.	008125	Retain until after the end of the current academic year then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Accreditation Records</u> This series documents school accreditation by the Virginia Department of Education and the Southern Association of Colleges and Schools. Includes, but is not limited to, accreditation reports and certificates of accreditation.	008095	Retain 10 years then destroy.
<u>Accreditation Records: Supporting Documentation</u> This series consists of working papers and other supporting documentation used to produce various accreditation studies and reports.	008096	Retain 5 years then destroy.
<u>Acknowledgements of Receipt</u> This series documents parental receipt of information required to be submitted to parents each school year, such as the Student Rights and Responsibilities and the FERPA – mandated annual notice.	009536	Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Administrative Records</u> These series documents the common functions and administration of various types of offices; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. 19, Administrative Records</i> for retention periods.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 3 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Anecdotal Notes on Students</u> This series consists of teacher, administrator, principal, and/or guidance counselor notes on conversations and meetings with individual students and parents.	008126	Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.
<u>Applications: National Honor Societies</u> This series consists of school copies of student applications to various national honor societies.	008127	Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Approval/Permission Records</u> This series documents parent or legal guardian approval for students to participate in such activities as after-school projects.	008128	Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.
<u>Asbestos Records</u> This series documents the presence and/or removal of asbestos from individual schools and school district buildings.		Refer to <i>General Records Retention and Disposition Schedule No. 16, General Services Records, series 005183, "Building Maintenance/Management: Asbestos Records"</i> for retention period.
<u>Athletic Activity Records</u> This series documents student participation in various school athletic programs. May consist of, but is not limited to: team photographs, athletic event programs, score books, individual/team statistics, and films/videotapes of athletic events.	008129	Retain 1 year after the end of the current academic year. School library or appropriate school department may selectively retain all or part of the records for permanent preservation. Destroy balance of records.
<u>Athletic Physical Examination Records</u> This series documents athletic physical examinations.	008194	Retain 5 years after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 4 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Attendance Records</u> This series documents student absence/tardiness. May include absentee/tardy passes, signed notes from parent/guardian, and other supporting documentation.	008130	Retain until information is recorded in series 008160 "Pupil Accounting Records" then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Automobile Registration Records</u> This series documents student automobile registrations and the issuance of campus parking decals/passes.	008131	Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Award Records: List of Recipients</u> This series documents awards received by individual students and/or student groups.	008132	Retain 1 year after the end of the current academic year. School library or appropriate school department may selectively retain all or part of the records for permanent preservation. Destroy balance of records.
<u>Award Records: Supporting Documentation</u> This series consists of scholarship or other applications, correspondence, and other supporting documentation used to make determinations on various student awards.	008133	Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Class Rank Lists</u> This series consists of lists of students by class in order of rank by their grade point average.	008134	Retain 2 years after this information is posted to series 008223, "Student Cumulative File: Long-Term Documentation" for each individual student, then destroy in compliance with No. 8 on schedule cover page.
<u>Clinic Records: Non-Treatment Related</u> This series consists of clinic sign-in sheets containing no medical information and student emergency/health information sheets, which are updated annually.	008195	Retain 1 year after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 5 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>College Acceptance/Rejection Letters</u> This series consists of school copies of student college acceptance/rejection letters.	008135	Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>College Fair/Exhibition Records</u> This series documents college fairs and exhibitions held by various schools.	008136	Retain until no longer administratively necessary then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Committee Records</u> This series documents the activities of various school district-wide committees, boards, and foundations.		Refer to <i>General Records Retention and Disposition Schedule No. 19, Administrative Records</i> for retention periods.
<u>Computer Input Documents</u> This series consists of computer input documents such as scan sheets and data correction sheets, which are used to record and transmit a variety of information such as test scores, grades, survey data, teacher and course evaluations, etc.	008137	Retain until information is recorded and verified then destroy.
<u>Confidential Medical File</u> This series consists of an individual student's medical records file. May include documentation on the administration of prescribed and over-the-counter medications and other medical treatment, including lab work, performed in the school health office. May also include nurses' notes and any medical information needed for eligibility and the writing of the Individualized Education Program (IEP).	008196	Retain 5 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34 CFR300.573.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 6 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Contracts and Agreements</u> This series consists of various contracts and agreements at both the school district and individual school-level, including teachers' contracts for employment.		Refer to <i>General Records Retention and Disposition Schedule No. 2, Fiscal Records, series 010159, "Contracts"</i> for retention period.
<u>Cooperative Education: Enrollment Records</u> This series documents enrollment in various cooperative education programs offered at individual schools.	008138	Retain 1 year after the end of the current academic year then destroy.
<u>Cooperative Education: Evaluation Records</u> This series documents the evaluation of student progress in cooperative education programs.	008139	Retain 3 years after the end of the current academic year then destroy.
<u>Copyrighted Material Records</u> This series documents permission to use copyrighted material as part of an educational course or program. Refer to 17 USC §507.	008174	Retain 5 years after permission is granted, or after last use, whichever is longer, then destroy.
<u>Course Catalogs</u> This series consists of the individual school's record copy of the annual printed course catalog.	008140	Retain 1 copy for 5 years after the end of the current academic year then destroy.
<u>Course Selection Records</u> This series consists of the course sign-up sheets students in individual schools fill out to select various courses of study.	008141	Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 7 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Cumulative Health Folder</u> This is the individual student's 12-year record of all health-related screening required per <i>Code of Virginia</i> §22.1-273.		Refer to series 008224, "Student Cumulative File: Shorter-Term Documentation."
<u>Curriculum and Program Development Records</u> This series documents the development of various curricula and programs of study for primary/secondary education, as well as other programs such as adult education, cooperative education, drug education, driver's education, GED, and Head Start programs. May include, but is not limited to, curriculum development guides, program development files, and other supporting documentation.	008175	Retain until no longer administratively useful then destroy.
<u>Debt Service Payment Records</u> This series documents debt service payments.	008097	Retain 5 years after final payment of debt then destroy.
<i>Defunct Series</i> <u>Desegregation Records (1952 – 1978)</u> This series documents the desegregation of public schools in the Commonwealth of Virginia between 1952 and 1978. Files documenting desegregation may also be found in Series 008111, "School System Studies and Reports: Final Record Copy - Historically Significant", Series 008117, "Superintendent's Administrative Records: Policy and Program Development", and Series 008118, "Superintendent's Legal Opinions File".	008098	Transfer accumulation to the Archives, Library of Virginia for permanent retention.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 8 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Driver's Education Student Records</u> This series documents an individual student's completion of a driver's education program.	008218	Retain 1 year after a report of "pass" or "fail" is entered on series 008223, "Student Cumulative File: Long-Term Documentation – Post 1935" for each individual student, then destroy in compliance with No. 8 on schedule cover page.
<u>Election Records: Student – Lists of Officers</u> This series consists of lists of officers elected in school student elections.	008142	Retain 1 year after the end of the current academic year. School library or appropriate school department may selectively retain all or part of the records for permanent preservation. Destroy balance of records.
<u>Election Records: Student – Supporting Documentation</u> This series documents the process and results of school student elections. May include, but is not limited to, lists of students eligible to vote, register of those who voted, ballots, and election results.	008143	Retain until after the end of the current academic year or after the expiration of any appeal process for contested elections, whichever is longer, then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Electronic Records</u> Consists of created or stored information held in any electronic format; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. 23, Electronic Records</i> for retention periods.
<u>Employment Certificates: Student</u> This series consists of employment certificate forms which students under age 16 must have in order to be hired for paid jobs.	008144	Retain until student's 16th birthday then destroy in compliance with No. 8 on schedule cover page.
<u>English as a Second Language (ESL) Records: Enrollment</u> This series documents student enrollment in an ESL program.	008219	Retain until after student withdraws or exits program, or completes 11-semester rule then destroy. Refer to 8VAC 20-131-280.D.

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 9 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>English as a Second Language (ESL) Records: Exit Papers</u> This series consists of exit papers from an ESL program.	008220	Retain 1 year after student withdraws or exits program, then destroy.
<u>Examination Records: Non-Standardized – Final Exams</u> This series documents the administration and grading of final exams in various subject areas, given by individual teachers. May include, but is not limited to, directions for administering the test, exam booklets for recording essay/short answer questions, manual and computer-graded answer sheets, answer sheets/keys, grading scales and other testing materials.	008179	Retain 1 year after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.
<u>Examination Records: Non-Standardized – Other Exams</u> This series documents the administration and grading of routine exams in various subject areas, given by individual teachers over the course of the academic year. May include, but is not limited to, directions for administering the test, exam booklets for recording essay/short answer questions, manual and computer-graded answer sheets, answer sheets/keys, grading scales and other testing materials.	008180	Retain until after the end of the current academic year, or after the expiration of any grading appeal process, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 10 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Examination Records: Standardized</u> This series consists of documentation used to grade and produce results from standardized examinations given to students at regular intervals during their public school career to measure performance or level of knowledge acquired. This records series includes the Standards of Learning (SOL) tests, Virginia Literacy Passport Test, Virginia Alternative Assessment Test, and other standardized tests administered by the teacher. May include, but is not limited to, student work samples used in state assessments such as the SOL Writing tests (Student writing samples) and Virginia Alternative Assessment Program (Collections of Evidence).	008181	Retain 5 years after test administration then destroy in compliance with No. 8 on schedule cover page.
<u>Examination Records: Standardized - Exam Administration</u> This series documents the administration of various standardized examinations given to students over the course of the academic year. This records series includes the Standards of Learning (SOL) tests, Virginia Literacy Passport Test, Virginia Alternative Assessment Test, and other standardized tests administered by the teacher. May include, but is not limited to, one copy of the directions for administering the test, exam sign-in sheets, affidavits, testing irregularities reports, and other supporting documentation applicable to administering the exam.	008182	Retain 5 years after test administration then destroy in compliance with No. 8 on schedule cover page.
<u>Examination Reports: Standardized - Class Lists</u> This series consists of statistical reports that are alphabetical by student showing basic information on how the student performed on various standardized tests over the course of the academic year.	008183	Retain 3 years then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 11 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Examination Reports: Standardized – Division Summaries</u></p> <p>This series consists of statistical information and reports created as a result of the administration of various standardized tests over the course of the academic year, which are kept at the school district level. May include, but is not limited to, class, school and division-level summary reports, analysis of subgroup performance reports, and alternative assessment reports.</p>	008184	Retain 10 years then destroy in compliance with No. 8 on schedule cover page.
<p><u>Examination Reports: Standardized – ESL Test For Credit Scores</u></p> <p>This series consists of scores from the English as a Second Language (ESL) Test for Credit.</p>	008185	Retain 4 years after test date then destroy in compliance with No. 8 on schedule cover page.
<p><u>Federal Grant Programs: General Program Files</u></p> <p>This series documents the funding and operation of federal title programs (ex. Title I, Title IV, Title V, etc.). May include grant applications, carry-over funds, equivalency (comparability) report, evaluations, and impact aid records. May also include documentation on school eligibility, student identification, parent involvement series, and teacher monitoring series. Refer to 20 USC 1232(f)(a).</p>	008099	Retain 5 years or until audited, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Federal Program Monitoring Review: Final Report</u></p> <p>This series consists of final reports of the school system's compliance. Includes the school system's self-assessment and Department of Education monitoring report.</p>	008100	Retain until completion of next compliance review then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 12 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Federal Survey Forms</u> This series consists of an annual survey of private schools located within a public school division's boundaries, which asks if they wish to participate in some federally funded programs offered by the school division such as staff development training. This survey is required by the federal government.	008101	Retain 5 years then destroy.
<u>Federally Funded Youth Employment Records</u> This series consists of employment documentation and academic/assessment records from federally funded youth employment programs.		Refer to series 008099, "Federal Grant Programs: General Program Records" for retention period.
<u>Field Trip Records</u> This series documents various class field trips taken during the course of an academic year. May include, but is not limited to, permission forms, lists of students participating, and driver's license/vehicle insurance information.	008145	Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.
<u>Film and Tape Distribution Reports</u> This series consists of monthly film and tape distribution reports.	008186	Retain until no longer administratively useful then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Fire Safety Inspection Records</u> This series documents fire safety compliance in individual schools and school district offices.		Refer to <i>General Records Retention and Disposition Schedule No. 16, General Services Records, Security Records</i> for retention periods.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 13 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Fiscal Records

These series document the expenditure of funds, accounting for funds, routine purchases and other activities of an accounting or financial nature; records not otherwise listed on this schedule.

Refer to *General Records Retention and Disposition Schedule No. 2, Fiscal Records* for retention periods.

General Services Records

These series document functions such as automotive operations, buildings and grounds maintenance, mail distribution, risk management, security, and telecommunications; records not otherwise listed on this schedule.

Refer to *General Records Retention and Disposition Schedule No. 16, General Services Records* for retention periods.

Governor's School Nominee/Recipient Records

This series documents the student's nomination and acceptance process for the Governor's School.

008146

Retain 3 years after the end of the current academic year then destroy.

Grade Records: Interim Marks Reports

This series consists of individual and summary interim marks reports, which document student grades at various intervals during the academic year.

008147

Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.

Grade Records: Mark Change Forms

This series consists of forms used to document changes in grades.

008148

Retain until after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.

Grade Records: Pass/Fail Requests

This series consists of request forms used to approve and document student pass/fail status for certain academic work.

008149

Retain until after the end of the current academic year then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 14 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Grade Records: Report Cards</u> This series consists of individual school copies of student report cards issued during the course of the school year.	008150	Retain 1 year after final grades documented in series 008223, "Student Cumulative File: Long-Term Documentation".
<u>Grade Records: Teacher's Grade Books and Reports</u> This series consists of individual teacher's grade books and reports, documenting the grades their pupils made on various exams, quizzes, and class projects over the course of the academic year. When combination grade and attendance books are used, refer to series 008160, "Pupil Accounting Records" for retention period.	008151	Retain 5 years after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.
<u>Graduation Follow-Up Survey Records: Summary Report</u> This series consists of Graduation Follow-Up survey summary reports.	008153	Retain 5 years after the end of the current academic year then destroy.
<u>Graduation Follow-Up Survey Records: Survey Forms</u> This series consists of survey forms used to collect data for Graduation Follow-Up surveys.	008152	Retain until no longer administratively necessary then destroy in compliance with No. 8 on schedule cover page.
<u>Grant Records</u> This series consists of various state and federal grant proposals, reports, and supporting documentation not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. 2, Fiscal Records, series 010164, "Grant Files, Federal and State"</i> for retention period.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 15 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Home Instruction Records</u> This series documents the education of "home-schooled" children including plans for their educational curriculum and records of their academic progress. Refer to <i>Code of Virginia</i> §22.1-254.1.	008103	Retain 5 years after student withdraws from program then destroy in compliance with No. 8 on schedule cover page.
<u>Homebound Instruction Annual Report</u> This series consists of the reimbursement requests for students in homebound instruction.	008102	Retain 5 years after audit then destroy in compliance with No. 8 on schedule cover page.
<u>Individual Assessments and Protocols</u> This series consists of any individual assessments and reading, math, and all other protocols created in the course of the educational process. May include, but is not limited to, surveys, protocols, and risk assessments.	007109	Retain as long as administratively useful, but no longer than 3 years. Destroy in compliance with No. 8 on the schedule cover page.
<u>Insurance Records</u> This series documents various types of insurance coverage, claims, and payments.		Refer to <i>General Records Retention and Disposition Schedule No. 2, Fiscal Records, series #010165, "Insurance Records and Reports"</i> and <i>General Records Retention and Disposition Schedule No. 16, General Services Records, Risk Management Records</i> for retention periods.
<u>Interagency Support Agreements</u> This series consists of interagency support agreements.	008104	Retain until superseded then destroy.
<u>Interscholastic Activity Eligibility List</u> This series documents interscholastic activity eligibility.	008154	Retain 1 year after the end of the current academic year then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 16 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Instructional Handbooks</u> This series consists of instructional handbooks for various courses and programs of study.	008176	Retain until updated or revised then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Instructional Television and Cable TV Production Log Reports</u> This series documents production of instructional television and cable TV programming.	008187	Retain 1 year then destroy.
<u>Library Records</u> These series document the operations of public school libraries.		Refer to <i>General Records Retention and Disposition Schedule No. 22, Library Records</i> for retention periods.
<u>Litigation Case Files</u> This series documents legal actions and proceedings involving public school districts, individual schools, and employees; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. 19, Administrative Records, series 010061, "Litigation Case Files"</i> for retention period.
<u>Media Presentation Materials</u> This series consists of school media presentations including the actual master presentation artwork on slides or video cassette, master inventory list, and catalog of artwork.	008188	Retain until no longer administratively useful then destroy.
<u>Media Presentation Materials: Work Orders</u> This series consists of work orders to produce school media presentations.	008189	Retain 1 year then destroy.
<u>Musical Instrument Rental Records</u> This series documents student musical instrument rentals.	008155	Retain until after the end of the current academic year then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 17 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Parental Request to Withdraw Instructional Material</u> This series documents parents' requests to withdraw access by their children to certain school instructional materials.	008156	Retain until after the end of the current academic year then destroy.
<u>Personnel Records</u> These series document the management of staff and administration of benefits to staff; records not otherwise listed on this schedule. Includes employee accident reports.		Refer to <i>General Records Retention and Disposition Schedule No.3, Personnel Records</i> for retention periods.
<u>Public Buildings, Planning, Engineering, and Inspection Records</u> These series document the design, construction, inspection, maintenance and/or operation of public school property, grounds, buildings, and associated infrastructure such as elevators and water, sewer, and electrical systems; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. 6, Land Use and Public Works Records and General Records Retention and Disposition Schedule No. 16, General Services Records</i> for retention periods.
<u>Pre-School Student Records</u> This series documents a child's attendance in a pre-school program. Includes student's name, age, parents' names, addresses and phone numbers, child's immunization record, record of previous schooling, number of siblings, results of informal screenings, written reports to parents, and samples of child's work, such as drawings.	008221	Retain 5 years after last attendance then destroy in compliance with No. 8 on schedule cover page.
<i>Defunct Series</i> <u>Principal's Term Report of Attendance: Pre-1979</u> This series consists of the principal's term report of attendance, formerly known as the principal's and head teacher's term report.	008158	Offer accumulation to the Archives, Library of Virginia prior to any destruction. Destroy balance of records not accepted in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 18 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Principal's Term Report of Attendance: Post-1978</u> This series consists of the principal's term report of attendance, formerly known as the principal's and head teacher's term report.	008157	Retain 10 years after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.
<u>Program of Studies</u> This series consists of the master copy of an individual school district's program of studies.	008178	Retain 15 years then offer to the Archives, Library of Virginia, prior to any destruction. Destroy balance of records not accepted.
<u>Program Records: Volunteer Assistance</u> This series documents volunteer assistance programs.	008177	Retain until no longer administratively useful then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Publications: Individual Schools</u> This series consists of publications produced or sponsored by individual schools. May include school newspapers, newsletters, yearbooks, calendars, graduation programs, faculty handbooks, art or literary magazines, and other school publications.	008159	Retain 1 copy for 1 year after the end of the current academic year. School library or appropriate school department may selectively retain all or part of the records for permanent preservation. Destroy balance of records. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Pupil Accounting Records</u> This series consists of individual teachers' registers, which document the attendance, absence, and tardiness of students enrolled in their various classes over the course of the academic year. Refer to 8VAC20-110.	008160	Retain 10 years after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page, 8VAC20-140-10(3).
<u>Pupil Information Listing</u> This series consists of the annual pupil alpha list.	008161	Retain 25 years then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 19 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<i>Defunct Series</i>		
<u>Pupil Placement Record</u> This series documents requests for pupil placement out of their attendance zone.	008162	Retain 5 years after the end of the current academic year then destroy.
<u>Reading Instructional Folders</u> This series documents reading instruction for elementary school pupils.	008163	Retain 1 year after student transfers, withdraws, or advances to intermediate level, then destroy.
<u>Real Property Records</u> This series documents the real property holdings of an individual school system. Includes such property instruments as deeds and easements.		Refer to <i>General Records Retention and Disposition Schedule No. 16, General Services Records, Real Property Records</i> for retention periods.
<u>Reports: Virginia Department of Education</u> This series consists of local school district copies of reports required by the Virginia Department of Education.	008105	Retain 5 years then destroy.
<u>School Board Meeting Records</u> This series documents the activities, meetings, and decisions of local school boards. Includes meeting agenda files and official minutes.		Refer to <i>General Records Retention and Disposition Schedule No. 19, Administrative Records</i> for retention periods.
<u>School Bus Accident Reports</u> This series documents details of accident scenes, including accident photographs, police reports, and drug/alcohol test results.	008106	Retain 5 years after close of investigation or resolution of court case then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 20 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>School Bus Maintenance and Repair Files</u> This series documents the acquisition, repair, and maintenance of school buses.		Refer to <i>General Records Retention and Disposition Schedule No. 16, General Services Records</i> for retention periods.
<u>School Bus Route Files</u> This series consists of school bus stop locations with pick-up and drop-off times for each assigned school.	008107	Retain 1 year then destroy in compliance with No. 8 on schedule cover page.
<u>School Census: Triennial Census - Enumerator Records</u> This series consists of the enumerator records or equivalent approved forms. Refer to <i>Code of Virginia</i> §22.1-281.	008108	Retain 3 fiscal years after last entry, or until audited, whichever is shorter, then destroy in compliance with No. 8 on schedule cover page, 8VAC20-260-50.
<u>School Census: Triennial Census - School Census Summary</u> This series consists of school census summary. Refer to <i>Code of Virginia</i> §22.1-284.	008109	Retain permanently in locality. After 10 years, records may be microfilmed according to Library of Virginia's standards/guidelines; retain records in new format permanently. Transfer original camera negative to Imaging Services Branch of the Library of Virginia. Destroy originals after quality control inspection verifies information was successfully transferred to new format. Document destruction of original records after reformatting on <i>Certificate of Records Disposal</i> (RM-3 form), 8VAC20-260-20.
<u>School Facilities Records</u> This series documents the use or reservation of school-owned facilities. If rental/lease agreements are included, refer to <i>General Records Retention and Disposition Schedule No. 2, Fiscal Records, series 010159, "Contracts"</i> for retention period.	008110	Retain until no longer administratively necessary then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 21 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>School Health Plans</u> This series consists of emergency care and individualized health care plans.	008197	Retain until superseded or no longer administratively useful then destroy.
<u>School Master Schedules</u> This series consists of individual student's and teacher's schedules at individual schools for the academic year.	008164	Retain until after the end of the current academic year then destroy.
<u>School Nutrition Program: Agreements and Policy Statements</u> This series consists of agreements and policy statements for the School Breakfast, National School Lunch, and After-school Snack Programs. Includes, but is not limited to, annual meal pricing, eligibility letters, income guidelines, eligibility forms, collection procedures, and direct certification procedures.	008200	Retain 3 years after the current academic year then destroy in compliance with No. 8 on schedule cover page.
<u>School Nutrition Program: Civil Rights Complaints and Resolution Records</u> This series consists of all documentation or correspondence relating to any civil rights complaints and the resolution of such complaints.	008201	Retain 3 years after closure, investigation, or resolution then destroy.
<u>School Nutrition Program: Direct Certification for Free Meals - Documentation Records</u> This series consists of all documentation related to direct certification including the lists of students eligible for direct certification as provided by the Department of Social Services or another state agency.	008202	Retain 3 years after the current academic year or until resolution of any audits, whichever is longer, then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 22 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>School Nutrition Program: Federal Reports (SNP-12 and SNP-14)</u> This series consists of all SNP-12/SNP-14 reports and any adjustments to these reports.	008203	Retain 3 years or until resolution of any audits, whichever is longer, then destroy.
<u>School Nutrition Program: Food Production Records</u> This series consists of daily production records for breakfast, lunch, and after-school snack.	008204	Retain 3 years or until resolution of any audits, whichever is longer, then destroy.
<u>School Nutrition Program: Free and Reduced-Price Meal Applications and Verification Activities</u> This series consists of all free and reduced-price meal applications, eligibility lists, verification letters, and verification documentation.	008205	Retain 3 years after end of the current academic year or until resolution of any audits, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.
<u>School Nutrition Program: Inventory Records</u> This series consists of all monthly and end-of-year inventories of food, supplies, and equipment.	008206	Retain 3 years or until resolution of any audits, whichever is longer, then destroy.
<u>School Nutrition Program: Meal Count Documentation</u> This series consists of meal tickets, rosters, computer reports, or other methods used to document the number of meals served by eligible category to students participating in the School Breakfast, National School Lunch, and After-school Snack Programs.	008207	Retain 3 years after current academic year or until resolution of any audits, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.
<u>School Nutrition Program: Menus and Menu Changes</u> This series consists of all menus and menu changes for the stated school year.	008208	Retain 3 years or until audited, whichever is longer, then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 23 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>School Nutrition Program: October Enrollment - Free and Reduced-Price Eligible Data</u> This series consists of the October student enrollment and all information relating to the number of students eligible for the free and reduced-price breakfast and lunch programs.	008209	Retain 3 years or until audited, whichever is longer, then destroy.
<u>School Nutrition Program: Parent -Student Involvement Documentation</u> This series consists of all documentation relating to events or activities involving parents and students. Includes invitations, brochures, informational pamphlets or flyers, and any other supporting documentation.	008210	Retain 3 years or until audited, whichever is longer, then destroy.
<u>School Nutrition Program: Review Reports and Corrective Action Records</u> This series consists of all review reports and documentation for corrective action.	008211	Retain 3 years or until audited, whichever is longer, then destroy.
<u>School Nutrition Program: Sanitation Records</u> This series consists of all sanitation and Health Department reports and records.	008212	Retain 3 years or until audited, whichever is longer, then destroy.
<u>School Nutrition Program: Special Diets</u> This series consists of all documentation relating to any special diets that have been requested for any students.	008213	Retain 3 years or until audited, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 24 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>School Nutrition Program: Specifications for Purchased Food or Supply Items</u> This series consists of all documentation relating to bids and bid specifications.	008214	Retain 3 years or until audited, whichever is longer, then destroy.
<u>School System Studies and Reports: Final Record Copy - Historically Significant</u> This series consists of the school system's final record copy of various system-wide studies and reports that are deemed to be of historical significance. Includes school consolidation studies.	008111	Retain permanently in locality, or may be offered to the Archives, Library of Virginia.
<u>School System Studies and Reports: Final Record Copy - Other</u> This series consists of the school system's final record copy of various system-wide studies and reports that are <u>not</u> deemed to be of any historical significance. Includes school membership projection records.	008112	Retain 10 years then destroy.
<u>School System Studies and Reports: Supporting Documentation</u> This series consists of supporting documentation used to develop the school system's final record copy of various system-wide studies and reports.	008113	Retain 5 years then destroy.
<u>School Tuition Records: Out of District Students</u> This series consists of tuition records for students outside of the school district.	008114	Retain 5 years then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 25 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Security Records</u> This series documents security at individual schools and school district offices, including crisis plans.		Refer to <i>General Records Retention and Disposition Schedule No. 16, General Services Records, Security Records</i> for retention periods.
<u>Six Year School Improvement Plan</u> This series consists of the final approved strategic planning document for an individual school district, including any supporting documentation used to create the plan.	008115	Retain 5 years after plan is updated or revised then destroy.
<u>Special Education Complaints, Mediation, and Due Process Hearing Records</u> This series documents complaints, mediation, and due process hearings regarding the rights of special education students.	008215	Retain 5 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34 CFR300.573.
<u>Special Education Eligibility Records: Committee Agendas</u> This series consists of agendas from special education eligibility committee meetings.	008216	Retain 2 years then destroy in compliance with No. 8 on schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34 CFR300.573.
<u>Special Education Eligibility Records: Committee Assignments</u> This series documents committee assignments of special education eligibility committees.	008217	Retain until updated then destroy in compliance with No. 8 on schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34 CFR300.573.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 26 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Special Education Student Records

These records are a part of the student cumulative file and consist of documentation on the assessment, placement, and instruction of special needs students. May include, but is not limited to, correspondence, local screening committee forms, record of access and disclosure of student record forms, permission for testing and evaluation, referrals, committee reviews and decisions, appeals of decisions, confidential reports from other agencies and institutions, evaluations and assessments, individualized education program (IEP), and other supporting documentation.

Refer to series 008224, "Student Cumulative File: Shorter-Term Documentation" for retention period.

State Operated Programs (SOP) Student Education Records

This series consists of State Operated Programs (SOP) education records of students residing in detention homes, hospitals, specialty clinics, or mental health facilities. These records may include, but are not limited to: student information, assessments, behavioral reports, grades, course work, test scores, copies of student records from the Local Educational Authority (LEA), SOP created assignments, and Individual Educational Programs (IEP).

009538

Retain until student exits program then transfer to the LEA. Refer to series 008223, "Student Cumulative File: Long-Term Documentation – Post 1935" and 008224, "Student Cumulative File: Shorter-Term Documentation" for retention periods.

Student Accident/Injury Reports

This series documents accidents or injuries to students.

008198

Retain 5 years after the end of the current academic year then destroy in compliance with No. 8 on schedule cover page.

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 27 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Student Cumulative File: Long-Term Documentation – Pre
1936

008222

Retain permanently in locality, or may be offered to the
Archives, Library of Virginia.

This series consists of the long-term portion of an individual student's cumulative record prior to 1936. See series 008223, "Student Cumulative File: Long-Term Documentation – Post 1935" for further description. Refer to 8VAC20-150 for further state/federal laws and regulations governing the access, disclosure, management, and use of this series.

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 28 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
--------------------------------	---------------	-------------------------------------

Student Cumulative File: Long-Term Documentation – Post 1935

008223

Retain 75 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on schedule cover page.

NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34 CFR300.573.

This series consists of the long-term portion of an individual student's cumulative record after 1935, and is comprised of academic, health, and other information about the individual student.

The academic information in this series consists of the academic transcript, which may include, but is not limited to, student's name and address, birth date, name and address of parent or guardian, record of attendance, schools attended, individual program of studies plan, scholastic work completed, grades, grade point average, class rank, test scores from the Standards of Learning (SOL) tests, Virginia Literacy Passport Test, Virginia Alternative Assessment Test, and other state-required standardized tests, and type of diploma earned.

Health information in this series consists of the School Entrance Physical Examination, Immunization Certificate or other verification of immunizations.

Other information in this series consists of the access and disclosure of student record forms and termination (graduation/withdrawal) information. Refer to 8VAC20-150 for further state/federal laws and regulations governing the access, disclosure, management, and use of this series.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 29 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
--------------------------------	---------------	-------------------------------------

Student Cumulative File: Shorter-Term Documentation

008224

Retain 5 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on schedule cover page.

NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34 CFR300.573.

This series consists of the shorter-term portion of an individual student's cumulative record, and is comprised of academic, health, and other information about the individual student.

The academic information in this series consists of individual student's college entrance exam score reports, individual student test reports/profiles from normative tests such as achievement batteries and inventories, results of the Virginia Competency Test and other standardized group tests and inventories. Refer to series 008181, "Examination Records: Standardized" for retention of test protocols and collection of evidence from the Standards of Learning (SOL) and Virginia Alternative Assessment tests.

The health information in this series consists of the Student Cumulative Health Record, which may include the physical examination from another school that meets Virginia requirements, health information progress notes, student's final annual health data form, student's final cumulative health record card, and student's final May physical fitness test results.

The other information in this series consists of the student activity record, eighteen-year-old declaration, school and community activities work experience, employment counseling and placement documentation, counseling interviews, notice of student status, student registration/enrollment forms/records, permission to release student information related to media coverage or artwork display, and any documentation related to the assessment, placement, and instruction of special needs students. Refer to 8VAC20-150 for further state/federal laws and regulations governing the access, disclosure, management, and use of this series.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 30 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Student Discipline: Annual Report of Discipline, Crime, and Violence</u></p> <p>This series consists of an annual report of student disciplinary actions.</p>	008225	Retain 5 years then destroy in compliance with No. 8 on schedule cover page.
<p><u>Student Discipline: Expulsion Records</u></p> <p>This series documents the expulsion of individual students from school. May include, but is not limited to, expulsion letters, documentation supporting expulsion decisions, records reviews, and expulsion readmission requests.</p>	008226	Retain 5 years after student graduates or withdraws, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Student Discipline: Incident/Suspension Records</u></p> <p>This series documents the discipline of individual students for a variety of offenses including attitude, fighting, insubordination, etc. This discipline may or may not result in a suspension from school.</p>	008227	Retain 5 years after incident then destroy in compliance with No. 8 on schedule cover page.
<p><u>Student Discipline: Monthly Reports</u></p> <p>This series consists of monthly reports of student disciplinary actions.</p>	008228	Retain 1 year then destroy in compliance with No. 8 on schedule cover page.
<p><u>Student Legal: Court Notices of Adjudication or Conviction - Disciplinary Action Not Taken</u></p> <p>This series consists of a written notice of the disposition of a court proceeding, including the nature of the offense, in which a juvenile is adjudicated delinquent or convicted of a crime as outlined in <i>Code of Virginia</i> §16.1-305.1, where disciplinary action was <u>not</u> taken by the school division. Refer to <i>Code of Virginia</i> §22.1-288.2.</p>	008229	Retain 3 years after incident then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 31 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Student Legal: Court Notices of Adjudication or Conviction - Disciplinary Action Taken</u></p> <p>This series consists of a written notice of the disposition of a court proceeding, including the nature of the offense, in which a juvenile is adjudicated delinquent or convicted of a crime as outlined in <i>Code of Virginia</i> §16.1-305.1, where disciplinary action was taken by the school division. Refer to <i>Code of Virginia</i> §22.1-288.2.</p>	008230	Retain 5 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Student Legal: Custody Actions</u></p> <p>This series documents custody status and actions regarding individual students.</p>	008231	Retain until superseded then destroy in compliance with No. 8 on schedule cover page.
<p><u>Student Legal: Due Process File</u></p> <p>This series documents due process for individual students. May consist of, but is not limited to, administrative reviews, court records, decisions, hearing officer records, and other supporting documentation.</p>	008232	Retain 5 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Student Legal: Missing Child Notification</u></p> <p>This series consists of missing child notifications.</p>	008233	Retain until resolved then destroy in compliance with No. 8 on schedule cover page.
<p><i>Defunct Series</i></p> <p><u>Student Legal: Subpoenas</u></p> <p>This series consists of copies of subpoenas.</p>	008234	Retain current year then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 32 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Student Medication Authorizations</u> This series documents parent/guardian permission for prescribed medications/treatments to be performed/administered at school and physician's orders for such prescribed medications/treatments.	008199	Retain 5 years after the end of the current academic year, or until superseded, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.
<u>Student Policy Handbooks</u> This series consists of school student policy handbooks.	008165	Retain until superseded or revised then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Student Placement and Transfer Records</u> This series documents requests for pupil placement or transfer to another school or school attendance zone.	008166	Retain 3 years after the end of the current academic year then destroy.
<u>Subpoenas</u> This series consists of any subpoenas received and any responses made by school divisions.	009537	Retain 1 year after receipt then destroy in compliance with No. 8 on the schedule cover page.
Defunct Series <u>Subpoenas: Student Cumulative Records</u> This series documents Student Cumulative Files that were subpoenaed in legal actions.	008119	Retain 3 years after resolution of case then destroy in compliance with No. 8 on schedule cover page.
<u>Substitute Teachers' Classroom Files</u> This series consists of the individual classroom files of substitute teachers.	008167	Retain as long as administratively useful then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Summer School Records: Student Listings</u> This series consists of lists of summer school students.	008168	Retain 1 year after the end of the current academic year then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 33 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Superintendent's Administrative Records: Other

This series consists of the administrative records of a district Superintendent of Education that document administrative and operational matters not directly related to the overall development and implementation of policy and programs for the school district. May include, but is not limited to, incoming and outgoing correspondence (including paper and e-mail), subject files, reports, and other supporting documentation.

Refer to *General Records Retention and Disposition Schedule No. 19, Administrative Records* for retention periods.

Superintendent's Administrative Records: Policy and Program Development

This series consists of the administrative records of a district Superintendent of Education that document the development and implementation of overall policy and programs for the school district. May include, but is not limited to, Superintendent's Operating Plan, incoming and outgoing correspondence (including paper and e-mail), historical information, photographs, policy files, reports, studies, and other supporting documentation.

008117

Retain permanently in locality, or may be offered to the Archives, Library of Virginia.

Superintendent's Annual Report

This series consists of the superintendent's annual report for the school district.

008116

Retain permanently in locality, or may be offered to the Archives, Library of Virginia.

Superintendent's Legal Opinion File

This series consists of the superintendent's file of legal opinions on local school district issues.

008118

Retain permanently in locality, or may be offered to the Archives, Library of Virginia.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 34 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Teacher Licensure Records</u> This series consists of documentation on the licensure of teachers employed by the school district. Refer to <i>Code of Virginia</i> §22.1-298 & 299 and 8VAC20-21.	008120	Retain 6 years after issuance then destroy in compliance with No. 8 on schedule cover page.
<u>Teachers' Course Selection and Placement Records</u> This series documents teacher recommendations for student courses to be taught in a given curriculum or academic term.	008169	Retain until after the end of the current academic year then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Teachers' Material Preparation Records</u> This series documents teacher materials preparation.	008170	Retain until after the end of the current academic year then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Textbook Adoption Records</u> This series documents the adoption of various textbooks.	008121	Retain until superseded then destroy.
<u>Textbook Records: Delinquent Book Rental Files</u> This series documents delinquent book rentals.	008122	Retain 3 years then destroy in compliance with No. 8 on schedule cover page.
<u>Textbook Records: Non-Returned Books List</u> This series documents non-returned textbooks.	008124	Retain 3 years or until resolution, whichever is shorter, then destroy.
<u>Textbook Records: Rental and Supply Charges Files</u> This series documents rental and supply charges for textbooks.	008123	Retain 3 years after audit then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 21

ALL PUBLIC SCHOOL SYSTEMS

PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE: December 3, 2007

PAGE 35 OF 35 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Transferred Student Record List</u> This series consists of lists of student records that have been transferred to a new school or school district.	008171	Retain 1 year after the end of the current academic year then destroy.
<u>Video Duplication Requests</u> This series consists of requests to duplicate videotapes.	008190	Retain 1 year then destroy.
<u>Video Production Report</u> This series consists of a report on videotapes produced.	008191	Retain 1 year then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Video Release Form</u> This series consists of a release form authorizing the use of the video.	008192	Retain until no longer administratively useful then destroy.
<u>Video Tape Master</u> This series consists of the videotape master used to produce duplicate copies.	008193	Retain until no longer administratively useful then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Virginia High School League Records</u> This series consists of completed Virginia High School league forms. A new form is required for each school year that a student participates in athletics.	008172	Retain 5 years after form completed then destroy in compliance with No. 8 on schedule cover page.
<u>Warehouse Stores Records</u> These series documents the functions of school district supply warehouses/stocks.		Refer to <i>General Records Retention and Disposition Schedule No. 16, General Services Records, Stock Room/Warehouse Records</i> for retention periods.